



Letter of Authorization for Strata Properties

Building Division

604.469.4534 • www.portmoody.ca

Property Details

Strata Plan Number:	Property Address:
Legal Description:	
I am a signing authority for the Strata Council of the above mentioned referenced property and hereby confirm that permission has been granted by the Strata Council	
<input type="checkbox"/> To obtain archive copies of building plans	
<input type="checkbox"/> For work affecting common property for Unit Number _____	

Describe the permitted work (including building and plumbing)

Strata Council Contact

Name:	Position:
Address:	
Phone:	Email:
Date:	Signature:

Authorization Provided To

Name:	
Address:	
Phone:	Email:
Date:	Signature:



Email this form back to buildingpermits@portmoody.ca

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Building Permits in Strata Buildings

Background

The Strata Title Act requires that permission from a strata corporation be obtained whenever construction affects common property as defined by the Strata Title Act.

Implementation

The City of Port Moody's Building Division requires written approval from the Strata Corporation when the proposed work involves common or limited common property.

“Common property” means:

1. That part of the land and buildings shown on a strata plan that is not part of a strata lot, and
2. Pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located:
 - a. within a floor, wall or ceiling that forms a boundary
 - i) between a strata lot and another strata lot,
 - ii) between a strata lot and the common property, or
 - iii) between a strata lot or common property and another parcel of land, or
 - b. wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

“Limited common property” means common property designated for the exclusive use of the owners of one or more strata lots.

Written Approval

The authorization letter (reverse side) must be completed by a signing authority of the Strata Council for the applicable strata property. We will not accept a letter from the property management company.

Further Information:

For questions on the City's operational procedure, please contact the Building Division at 604.469.4534.